1

*Previous referer*

1914 - 5

E. A. 33

pt 1

File No. 33 - 14

Serial Nos. 1

*Later references.*

E. A. 209:-17

Gen. 12-22-1

P

# GENERAL AND REVENUE SECRETARIAT.

*Serial Nos.*

**Part B. for**

SUBJECT

Petition Rules.

G. O. No G. 8721-70/E. A. 33-14-1, dated 11th February 1915

Issuing a set of Petition Rules for adoption in all public offices in the State.

P. 25/8/1

G. R. S. 58

2

G.R.S. 11] 1914 - 15

GENERAL AND REVENUE SECRETARIAT.

( G.R.B. )

NOTES.

File No. 33-14

FILE HEADING.

Revised petition Rules

From

| No. | Dated | Received |
|---|---|---|

| Diary No. | Enclos. | Spare Copies. | Serial No. |
|---|---|---|---|

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15 6-12

No. D. 874.
16. 11. 14.

1 3

REPLY.

(*To be written on this margin.*)

# Office of the Dewan of Mysore.

NOTE.

*Dated*.....12...th..May.....191 4 .

684

1 Please study and put up revised rules for the disposal of petitions received in the Secretariat and the subordinate offices.

13.5.14 RG

Secretary,
Efficiency
Audit Branch.

Put up before tomorrow evening please Draw 13/5

RG 13.5.14

2 The subject requires some study and consultation of refes. Time is requested till Monday evening.

RG 14.5.14

Yes Draw.

Draft Rules portrait 15/5

3 The subject is not so ~~Re.~~ ~~individual~~ more study and thought than I first expected, and I had also other urgent work to attend to. Hence the delay, which I beg maybe condoned.

RG 25.6.14

4 Mr N. Rama Rao has done much work in this connection.

5 Mr N. Madhava Rao may also kindly favour me with his views

Draw 6/7

~~My views are indicated~~

2

4

G.R.S. 13]

## Routine Notes.

[To be used only for notes, requisitions, etc.; not intended for permanent record.]

A fresh set of Rules is subd

Dwee
29/8/14

Secretary)

The Asst Secy may kindly see me with the file for personal discussion

Dwee
31/8

The rules in regard to disposal of petitions received in the Secretariat are contained in the Official Manual. Recently the Diwan has approved certain arrangements in the matter in respect of the E. A. Branch & petitions presented to the Diwan personally. These will be duly adhered to here.

Subordinate offices however, are without proper rules: Hence draft rules are proposed for consideration & orders.

The authorities on which each rule is based is noted in pencil. The books will be submitted if required.

Permission may kindly be given to get printed proof of the Rules for consideration & orders

Dwee
17/9

Diwan)

1682
17-9-14

12 The rules seem very good. They may be rapidly circulated to Members of Council & then printed.

*N.B.*—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

13

GPB—10,000—10-6-14

Dwee
16/11

Dwee 16/11

C.S. Dwee 14/11/14. 11. 14

B
S

G.R.S. 13]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

14 The rules are amended a typed copy is attached. They may be printed.

28/11/14

Draft 28/11

15 Seen. The rules seem printable

30.11.14.

Draft 29/11

16 Mr R. Madhava Rao will kindly see me about these rule cases Draft 30/11

P.

17 A draft Submission Note as may kindly be put up

Draft 12/12

18 Sub rules

Secretary) Draft 12/12

Diwan) Draft 13/12

33380
15-12-14

19 A clean copy, if convenient in proof, may be submitted for His Highness's approval.

24.12.14

Please get proofs in a week

Draft 25/12

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

G.R.S. 13]

6 4

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

---

23 Submitted with 2 corrected proofs.
MW
5/1/15

Approved. Get a dozen copies and request Supt to keep the type till final Print order is given
MW
5/1/15

23 Submitted with 12 Copies of the proofs.
MW
6/1/15

24 Please see corrections made. Get another set of proofs.
MW
6/1/15

25 Submitted with 6 clean proof Copies of the Rules.
MW
9/1/15

Submitted with reference to para 19 and 20.
(Secretary)
MW
9/1/15

*N.B.*—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—10,000—10-6-14

G.R.S. 13]

£ 5

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please forward a D.S.N. Draw 11/1

Flag G. 9/11 11/1

Secretary)

D Swan) Draw 11/11

3797
12-1-15

*N.B.*—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—10,000—10-6-14

8

# Submitted to His Highness.

The rules existing at present for the disposal of petitions received in Government offices are not sufficiently detailed and fail to ensure uniformity of procedure and promptness of disposal. In order to promote these objects, a fresh set of rules has been prepared under my orders in the Efficiency Audit Branch of the Secretariat. The rules have been circulated to the Members of Council, who have signified their approval to the same. The First Member has proposed certain amendments, most of which have been adopted with slight modifications in the accompanying set of rules. I request that His Highness may be pleased to authorise the issue of the rules in the form proposed.

W

pages 2-3 of office note.

Z

N12

M. Visvesvaraya
29th Jan 1915.

Record of Cases submitted for the Orde of His Highness the Maharaja

*Subject.*

Rules for the receipt and disposal of petitions.

667

*Order.*

~~KRW~~

1/2/15

Secretary

2.2.15 K.C

Put 3/2

Mice in 2 days Put 3/2

Put 4/2

Secy

17/2/15

Secy 18/2

8

10

G. K. S. 12]

| General and Revenue Secretariat. | File No. | of 191 . |
|---|---|---|

Serial No.

Issued with a Draft Notification order

Secretary) Approved.

rec'd 5/2/15

Draft 4/2

The Supdt, Govt Press has been requested to send 300 copies of the above which will be required in print.

NOTE—Contn. sheet.

GPB—25,000—2-11-14

. Preparation and submission f petitions.

Petition Rules.

1. Every petition shall be written on the three pie petition paper prescribed for the purpose or at any rate on durable stout paper of that size leaving a quarter margin blank on the left hand side. The court fee stamp, if any, should not be affixed on the left hand quarter margin.

2. Every petition shall be complete in itself and contain all material facts and arguments relied on by the petitioner. All documents necessary for its disposal should accompany the petition. Appeal petitions should be accompanied by authenticated copies of the orders appealed against. ~~Enclosures should be attached to petitions by means of stout thread.~~

3. Every petition shall be legibly written and as concisely as the nature of the case admits of. It should not be unnecessarily prolix, or ~~concluded~~ couched in unintelligible exaggerated or disrespectful terms.

4. Petitions shall conform to the stamp law, if any, applicable to the matter to which they relate. 5. Petitions shall, in the first instance, be addressed to the lowest authority competent to grant the relief prayed for and shall, if presented to a